



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

December 1, 2009

Ed Desrosiers, Vice President Operations
California Pretzel Inc.
7607 West Goshen Ave
Visalia CA 93278

Dear Mr. Desrosiers

RE: FINAL MONITORING VISIT REPORT for California Pretzel Inc – ET07-0359

Date of the Visit:	05/14/09
Beginning/Ending Time:	10:00 a.m. – 12:00 p.m.
Date of Last Visit:	04/23/08
Visit Location:	Visalia
Persons in attendance:	Ed Desrosiers, Vice President, California Pretzel (CP), Michael Jester, Strategic Solutions, Contractor Rep, Julio Basquez, ETP Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	05/08/07 – 05/07/09	Agreement Amount:	\$260,100
Training Start Date:	05/08/07	No. to Retain:	170
Date Training must be Completed:	02/07/09	Range of Hours:	24 - 100
Type of Trainee:	Retrainee	Weighted Ave. Hours:	85

FINAL REPORT SUMMARY:

• HISTORY OF AGREEMENT CHANGES

The Agreement was executed on 05/08/07 and training began on 05/08/07. Your staff reported that all training was completed on 02/06/09, which allows for the 90-day retention period to be completed within the term ending date of the Agreement – 2/06/09.

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ETP (04/15/05)

INTERVIEW WITH THE SIGNATORY, Mr. Ed Desrosiers, Vice President

- What barriers, if any, did your company experience in implementing your ETP project? [Mr. Desrosiers indicated the only issue CP had was with the economy.](#)
- What problems, if any, did your company experience with ETP record keeping? [Mr. Desrosiers did not experience any problems with the ETP record keeping.](#)
- What assistance could ETP have provided that would improve the process for future Contractors? [Mr. Desrosiers stated that it would be helpful if ETP visited at least every 6 months.](#)
- How did your company benefit from the ETP training? [Mr. Desrosiers stated the ETP provided his employees with cross training skills, and provided supervisors with skills to help staff expand their knowledge.](#)

CP records show that 58 trainees have completed training and 58 trainees have completed the 90 day retention period. Current records show that CP has received \$53,445 in progress payments, of which \$53,445 has been approved as earned. Mr. Basquez reminded Mr. Jester that the closeout invoice should be submitted no later than 30 days after the end term date of the Agreement

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Job 1

Trainees Started Training:	163	Completed Retention:	58
Dropped Following Enrollment:	28	In Retention Period:	
Completed Minimum Hours for reimbursement:	58		
Completed Training:	58		

Job 2

Trainees Started Training:	12	Completed Retention:	0
Dropped Following Enrollment:	12	In Retention Period:	
Completed Minimum Hours for reimbursement:	0		
Completed Training:	0		

Project staff reported that the Contractor's statistics did not match those of the ETP Contract Status Report because they have not yet invoiced for all trainees who completed training and retention.

ATTENDANCE ROSTERS:

During the visit the ETP Analyst reviewed the Class/Lab Rosters and tracking sheet of 11 trainees. The Class/Lab Rosters reviewed by the ETP Analyst were completed correctly and provided the information currently required by ETP to substantiate the provision of training. The ETP Analyst also verified that the tracking sheets correctly matched the number of Class/Lab Training hours indicated on the Class/Lab Roster.

INVOICES:

The ETP Analyst also validated reimbursement of Invoices 11 & 15 by reviewing the records of 15 trainees (Invoice 11) and 6 trainees (Invoice 15) reimbursed for Pay 1 & Pay 2.

AUDIT:

CP will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Julio Basquez at (916) 327-5275 or at Jbasquez@ETP.CA.GOV , within ten (10) working days upon receipt of this document.

Sincerely,



Rosa Hernandez, Manager
Sacramento Regional Office



Julio Basquez, Contract Analyst
Sacramento Regional Office

cc: Michael Jester, Strategic Solutions
David Guzman, Chief, Program Operations Division
Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File

Date report mailed to Contractor _____ **